



## TEACHING INTERN CHECKLIST

### *Initial Issuance Requirements*

<b>Year ONE Timeline: Must be met prior to initial issuance of Teaching Intern Certificate</b>	
<b>Requirement</b>	<b>Documentation Needed</b>
1. Bachelor's degree or higher from an accredited institution	<input type="checkbox"/> Official transcripts documenting a Bachelor's or more advanced degree
2. Valid IVP fingerprint card. Phone number to Arizona Department of Education where an IVP fingerprint card can be obtained is: 602-223-2279. Can take up to 8-10 weeks to receive card.	<input type="checkbox"/> Photocopy of valid Arizona IVP fingerprint card (plastic) issued on or after January 1, 2008.
3. Subject Knowledge exam or Master's Degree in appropriate subject area. <a href="#">Required Arizona Educator Exams</a> <a href="#">Subject Knowledge Exams</a>	<input type="checkbox"/> Passing score on one or more subject knowledge portion of the Arizona Teacher Proficiency Assessment that corresponds to the applicant's teaching assignment and intern teaching position.  <b>OR</b> a Master's Degree in the appropriate subject area. Verified by submitting official transcript(s).  <b>OR</b> 24 semester hours of subject-related courses from an accredited institution <b>IF</b> a subject knowledge proficiency assessment is not offered.
4. Completion of the requirements for a Provisional Structured English Immersion (SEI) endorsement, as prescribed in R7-2-613(J) <a href="#">SEI Requirements</a>	<input type="checkbox"/> Official transcripts or SEI Certificate of Training verifying 3 semester hours or 45 clock hours of state approved SEI Training for the Provisional SEI endorsement.
5. Verification of enrollment in a Board approved alternative path to certification program, or a Board approved teacher preparation program. <a href="#">Alternative Programs</a> <a href="#">Arizona State Board Approved Programs</a>	<input type="checkbox"/> Letter of enrollment from the institution signed by approved designee.  <b><i>Institutions will want proof that you have an "intent to hire" or have been hired full time with a Local Education Agency (LEA) that requires certified teachers.</i></b>

## Extension Requirements

<b>Year TWO Timeline: Must be met prior extension of Teaching Intern Certificate</b>	
<b>Requirement</b>	<b>Documentation Needed</b>
1. Valid IVP fingerprint card.	<input type="checkbox"/> Photocopy of valid Arizona IVP fingerprint card issued on or after January 1, 2008.
2. Documentation that one is making adequate progress in program	<input type="checkbox"/> Extension letter from the Board approved alternative path to certification program or an Arizona State Board approved teacher preparation program verifying the completion of required coursework.  <input type="checkbox"/> Official transcripts documenting the required teacher preparation coursework must accompany the letter.

## Final Requirements: Moving from the Teaching Intern Certificate to a Provisional Teaching Certificate

**Year Two/Three Timeline: Upon successful completion of the program, the applicant will be issued an Institutional Recommendation (IR) for a Provisional Teaching Certificate. Application with the IR should be made PRIOR to the expiration of the Teaching Intern Certificate.**

<b>Requirement</b>	<b>Documentation Needed</b>
1. Completion of a State Board Approved Educator Preparation Program.	<input type="checkbox"/> Institutional Recommendation from Board approved program  <input type="checkbox"/> Included on the Institutional Recommendation is verification that the Full SEI Endorsement requirement has being met.
2. AZ/US Constitution requirement must be successfully completed within <b>three years</b> of the initial issuance of any Arizona teaching or Administrative Certificate. If teaching an academic course on history, government, social studies, citizenship, law or civics this requirement must be completed within <b>one year. No other certificates will be issued until this requirement has been fulfilled.</b>	<input type="checkbox"/> College Course or the appropriate examination.
3. A passing score on the required Professional Knowledge Exam <a href="#">Professional Knowledge Exams</a>	<input type="checkbox"/> Passing score on professional knowledge examination. <b>OR</b> three years of full time teaching documented on <a href="#">Verification of Teaching Experience Form</a> to waive the professional knowledge exam.

Questions regarding the Teaching Intern Checklist? Please email: [AlternativePathwaytoTeacherCertification@azed.gov](mailto:AlternativePathwaytoTeacherCertification@azed.gov)